

# MANCHESTER TOWNSHIP BOARD OF SUPERVISORS

October 13, 2020

## MEETING

The Manchester Township Board of Supervisors held its regularly scheduled and duly advertised meeting on Tuesday, October 13, 2020, which was called to order at 7:00 p.m. by Chairperson Wingert. Due to Governor Wolf's July 16, 2020 action to limited gatherings to no more than 25 people and distancing requirements due to COVID-19, the public meeting was held both in person and virtual.

## PARTIES PRESENT

Lisa D. Wingert, Chairperson  
Rodney Brandstedter, Vice-Chair  
Beth Brennan, Supervisor  
John W. Inch, Jr., Supervisor  
Debra K. McCune, Supervisor

Timothy R. James, Manager/Secretary  
Danelle L. Goodwin, Asst. Secretary  
Lawrence V. Young, Solicitor  
BJ Treglia, C.S. Davidson, Inc.  
Daniel Hoff, YAUFRR Fire Chief  
Dave Lash, NYCRPD Chief

## PUBLIC COMMENT

Chairperson Wingert invited the public to ask questions or offer comments about any item on the agenda as the board considers each item. She advised that the board would recognize the public at the conclusion of the agenda items for any questions or concerns about non-agenda items.

## RECOGNITION OF SERVICE

Ms. Wingert recognized years of volunteer service by William Klinedinst, 113 Eastland Avenue, by maintaining the public pathway in the Hayshire Area, by mowing, trimming and snow removal for many years.

## APPROVAL OF MINUTES

Ms. Brennan made a motion, seconded by Ms. McCune, to approve the meeting minutes of both the September 8 and 15, 2020 meetings as submitted.

Motion carried. Ayes-5 Nays-0.

## UNFINISHED BUSINESS

### York City Sewer – Intermunicipal Agreement

As summarized in item #2 of the manager's report, Solicitor Young and Mr. James reported that there has been no further action regarding the York City Sewer – Intermunicipal Agreement since the last Board of Supervisors meeting.

### Canal Road Betterment Project Developers Agreement

As summarized in item #3 of the manager's report, Solicitor Young reported review of a "red-lined" Canal Road betterment project agreement, but he was not in receipt of a final copy for the board's consideration. The board took action on May 12, 2020 to table action until a future date. Mr. James and Solicitor Young reported the receipt of an October 7, 2020 updated draft developers agreement, but are awaiting comments from East Manchester and Conewago Townships.

**York City Sewer Treatment Plant**

As summarized in item #4 of the manager's report, Mr. James provided a status report on the development of the City of York's process on considering the sale of the York City Sewer Treatment Plant and the City collection system. Mr. James stated the working group continues to prepare for a meeting with York City Council and Mayor regarding the sale of the treatment, as well as the establishment of the York Area Regional Sewer Authority.

**2021 Budget**

As reported in item #5 of the manager's report, Mr. James reported that he had distributed a 2021 draft budget for discussion at the October 13, 2020 meeting; a proposed budget to be introduced at the November 10, 2020 meeting; and, final adoption being scheduled for the December 8, 2020 meeting.

Mr. James advised that the 2021 draft budget shows a total budget of \$15,713,740 or a decrease of \$38,490 from 2020. Mr. James reported that general fund budget total is \$12,194,340 or no increase or decrease (flat) from 2020. Mr. James also reported among the items that would have an impact on the 2021 General Fund budget are: a) increase in fire budget versus 2020; b) capital expenditures for municipal complex security and flooring upgrades; and c) increase sewer costs. Mr. James reported that the draft budget shows no revenue increase in mercantile tax fees. Mr. James reported the draft budget maintains 2020 tax levels.

**NEW BUSINESS****1400 Church Road, LLC – Review #2020-04 – Final Land Development Plan**

Scott DeBell, Site Design Concepts, was present to present the final land development plan for 1400 Church Road, LLC (Review #2020-04). Mr. DeBell described the final land development plan proposes a two-story 40,000 square foot medical office located on the south side of the 1400 block of Church Road on 7.7 acres in Office (O) zoning district. Mr. DeBell reported the required traffic study was completed which requires a signal timing change at the intersection of Church Road and Roosevelt Avenue.

Mr. Brandstedter made a motion, seconded by Mr. Inch, to approve the following waivers:

- W1) To not require the submission of a Preliminary Land Development Plan prior to the final plan – Subdivision and Land Development Ord. Section 22-405.
- W2) To permit the stormwater management structures to encroach into the building setback, Stormwater Management Ord. Section 26-131.K.
- W3) To permit the detention basin side slopes to be graded at a maximum of 4 horizontal to 1 vertical, Stormwater Management Ord. Section 26-138.C.1.c., with the condition fencing is installed around stormwater facilities.
- W4) For parking to be permitted within the clear sight triangle of an access drive, Subdivision & Land Development Ord. Section 22-705.E.4.

Motion carried. Ayes-5 Nays-0.

Mr. Brandstedter made a motion, seconded by Mr. Inch, to approve the land development plan for 1400 Church Road LLC (Review #2020-04) condition to the completion of open items.

Motion carried. Ayes-5 Nays-0.

**Resolution #2020-13 – Distribution of 2020 State Municipal Pension Aid**

As summarized in item #7 of the manager's report, Mr. Brandstedter made a motion, seconded by Ms. McCune, to adopt Resolution #2020-13 to authorize the distribution of \$270,810.83 in 2020 state pension aid that was direct deposited on September 29, 2020 to the respective employee pension plans.

Motion carried. Ayes-5 Nays-0.

**Sewer Capacity Transfer**

As summarized in item #8 of the manager's report, Ms. McCune made a motion, seconded by Mr. Inch, to approve the transfer of one (1) EDU of York City Wastewater Treatment Plant sewer capacity from Manchester Township to 747 Springs LLC for residentially zoned property at 3160 Lewisberry Road.

Motion carried. Ayes-5 Nays-0.

**CPA Appointment Notice Authorization**

As summarized in item #9 of the manager's report, Ms. Brennan made a motion, seconded by Mr. Brandstedter, to authorize the advertisement with the thirty (30) day public notice of the board's intent to appoint Kochenour, Earnest, Smyser & Burg, CPA to complete the 2020 township financial statements at a fee of \$14,450.

Motion carried. Ayes-5 Nays-0.

**Animal Control Contract 2021**

As summarized in item #10 of the manager's report, Ms. Brennan made a motion, seconded by Mr. Inch, to authorize the chairperson or vice-chairperson to execute the 2021 Animal Control Service agreement with Klugh Animal Control for a monthly fee of \$340 and an annual \$500 service retainer.

Motion carried. Ayes-5 Nays-0.

**Resolution #2020-14 – Street Adoptions**

As summarized in item #11 of the manager's report, Mr. Brandstedter made a motion, seconded by Ms. McCune, to adopt Resolution #2020-14 which adopts the below-listed streets as Manchester Township street right-of-ways and to authorize the Solicitor to file a petition for adoption of the streets with the York County Clerk of Courts.

**ADDINGTON RESERVE DEVELOPMENT**

- 1) East Sorrel Street – 971 feet (.183 mile) from Biscayne Lane to Hampshire Drive.

- 2) Hampshire Drive – 597 feet (.113 mile) from cul-de-sac to cul-de-sac.
- 3) Biscayne Lane – 150 feet (50 feet wide) right-of-way on northeast side of East Sorrel Street.

### EAGLES VIEW DEVELOPMENT

- 1) Rishel Drive – 856.25 feet (.162 mile) from end of Phase 1 to short of cul-de-sac.

Motion carried. Ayes-5 Nays-0.

### Payroll Tax Deferment

As summarized in item #12 of the manager's report, Mr. Brandstedter made a motion, seconded by Ms. McCune, to not participate in the Social Security tax deferment from September 1 – December 31, 2020.

Motion carried. Ayes-5 Nays-0.

### RECOGNITION OF PUBLIC PRESENT

In accordance with Act 93 of 1998 (Sunshine Law), Ms. Wingert recognized any members of the audience who wished to address the board.

George Becker, 804 Church Road, was present to express concern with occupancy permit and building permit inspection fees associated with his commercial property at 1595 North Queen Street. Mr. Becker stated he did not understand how and why certain fees were charged and also expressed dismay with municipal staff in the permitting process. Mr. James stated he would research Mr. Becker's concerns and respond back.

### MANAGER'S REPORT

Item #13 - Mr. Inch excused himself during discussion. Mr. James reported the Manchester Township Planning Commission took action on October 1, 2020, to recommend the Board of Supervisors consider holding a public hearing for the rezoning petition request for Inch Properties, west side of the 2700 block of Susquehanna Trail, for rezoning request from Residential Low (RL) to Residential Medium (RM). The board took action in anticipation of receiving York County Planning Commission recommendation after October 20, 2020, to schedule a public hearing to consider the rezoning petition for December 7, 2020 at 6:30 p.m.

Item #14 - Mr. Inch re-entered discussions. Mr. James reported information received from Traffic Engineer Henise regarding speeding concerns on Woodland View Drive.

Item #15 - The board chose to table discussion of ground-mounted solar panel installation in residential areas until a future meeting.

- Item #16 - The board by consensus reconfirmed originally authorized action by the Board of Supervisors on August 11, 2020, to payback York Township for reconciling York City Sewer Debt payments incorrectly invoiced for years 2008-2017, at a term of ten (10) years.
- Item #17 - Mr. James reported the distribution of the Northern York County Regional Police Department Staffing Study. Police Chief Lash was present to provide detail to the staffing study include the recommendation of Manchester Township consider purchasing additional policing units.
- Item #18 - Mr. James reviewed for board guidance, expiring 2020 terms for township boards and commissions.
- Item #22 - Based on the recommendation from the Manchester Township Recreation Commission, Mr. Brandsteder made a motion, seconded by Ms. Brennan, to appoint Adam Levine, 2352 Slater Hill Lane East, to fill the current unexpired term (December 31, 2023) on the Recreation Advisory Commission.
- Motion carried. Ayes-5 Nays-0.
- Item #23 - Engineer Treglia reported the notification from Pennsylvania Department of Environmental Protection that Manchester Township has met its obligations under the Corrective Action Plan (COA) and that effective September 29, 2020 the COA is terminated.
- Item #30 - Mr. James reported Zoning/Planning Officer Olewiler retired on October 2, 2020 after 27 years of service to Manchester Township. Mr. James also reported effective October 3, 2020, Dave Unger was promoted to serve as Zoning/Planning Officer and Tonya Jackson Assistant Zoning/Planning Officer.
- Item #34 - The board by consensus, agreed to schedule both the 2021 organizational meeting and regular board meeting for January 4, 2021.

### **OTHER BUSINESS/REPORTS**

Mr. James reported the distribution of fire, police and engineer's monthly reports.

Due to the current COVID-19 pandemic environment, the board by consensus directed staff to close the municipal office to the public on November 3, 2020 (Election Day).

### **APPROVAL OF VOUCHERS**

Mr. Brandsteder made a motion, seconded by Ms. Brennan, to approve the payments of the vouchers as listed on the Treasurer's Checks Vouchers Lists: September 9 – 22; September 23 – October 13, 2020.

Motion carried. Ayes-5 Nays-0.

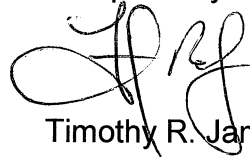
**EXECUTIVE SESSION (8:27 p.m. – 8:40 p.m.)**

Ms. Wingert called for an executive session to receive a collective bargaining agreement update from Fire Chief Hoff.

**ADJOURNMENT**

Being no further business, Mr. Brandstedter made a motion to adjourn the meeting at 8:41 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'T. R. James', written in a cursive style.

Timothy R. James, Secretary

TRJ/jas